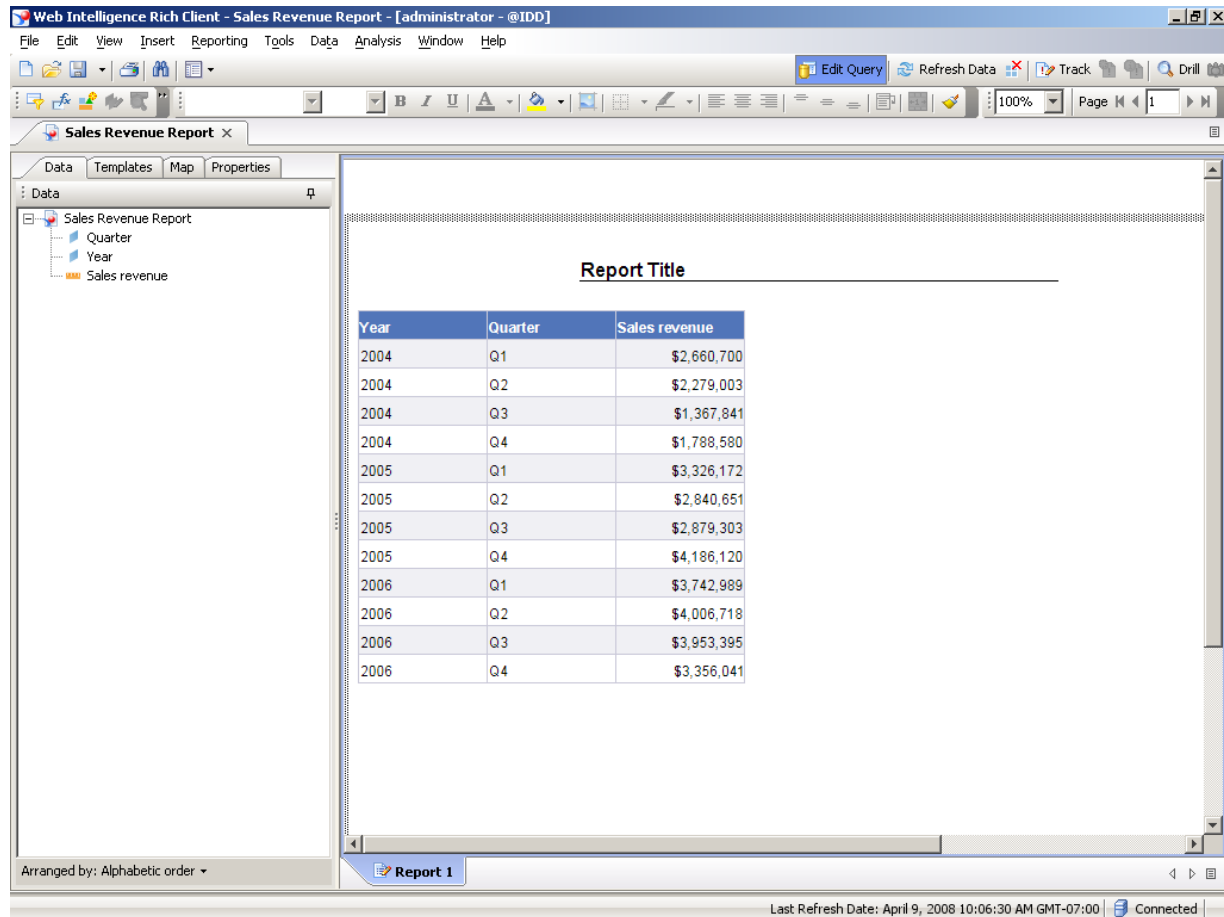


Editing a documents query

Procedure

1. Start the transaction using the menu path or transaction code.

Web Intelligence Rich Client - Sales Revenue Report - [administrator - @IDD]



The screenshot shows the Web Intelligence Rich Client interface. The title bar reads "Web Intelligence Rich Client - Sales Revenue Report - [administrator - @IDD]". The menu bar includes File, Edit, View, Insert, Reporting, Tools, Data, Analysis, Window, and Help. The toolbar contains icons for Edit Query, Refresh Data, Track, and Drill. The main window displays the "Sales Revenue Report" with a "Data" tab selected. The left pane shows a tree view with "Sales Revenue Report" expanded, showing "Quarter" and "Year" as dimensions, and "Sales revenue" as a measure. The main area shows a table with the following data:

Year	Quarter	Sales revenue
2004	Q1	\$2,660,700
2004	Q2	\$2,279,003
2004	Q3	\$1,367,841
2004	Q4	\$1,788,580
2005	Q1	\$3,326,172
2005	Q2	\$2,840,651
2005	Q3	\$2,879,303
2005	Q4	\$4,186,120
2006	Q1	\$3,742,989
2006	Q2	\$4,006,718
2006	Q3	\$3,953,395
2006	Q4	\$3,356,041

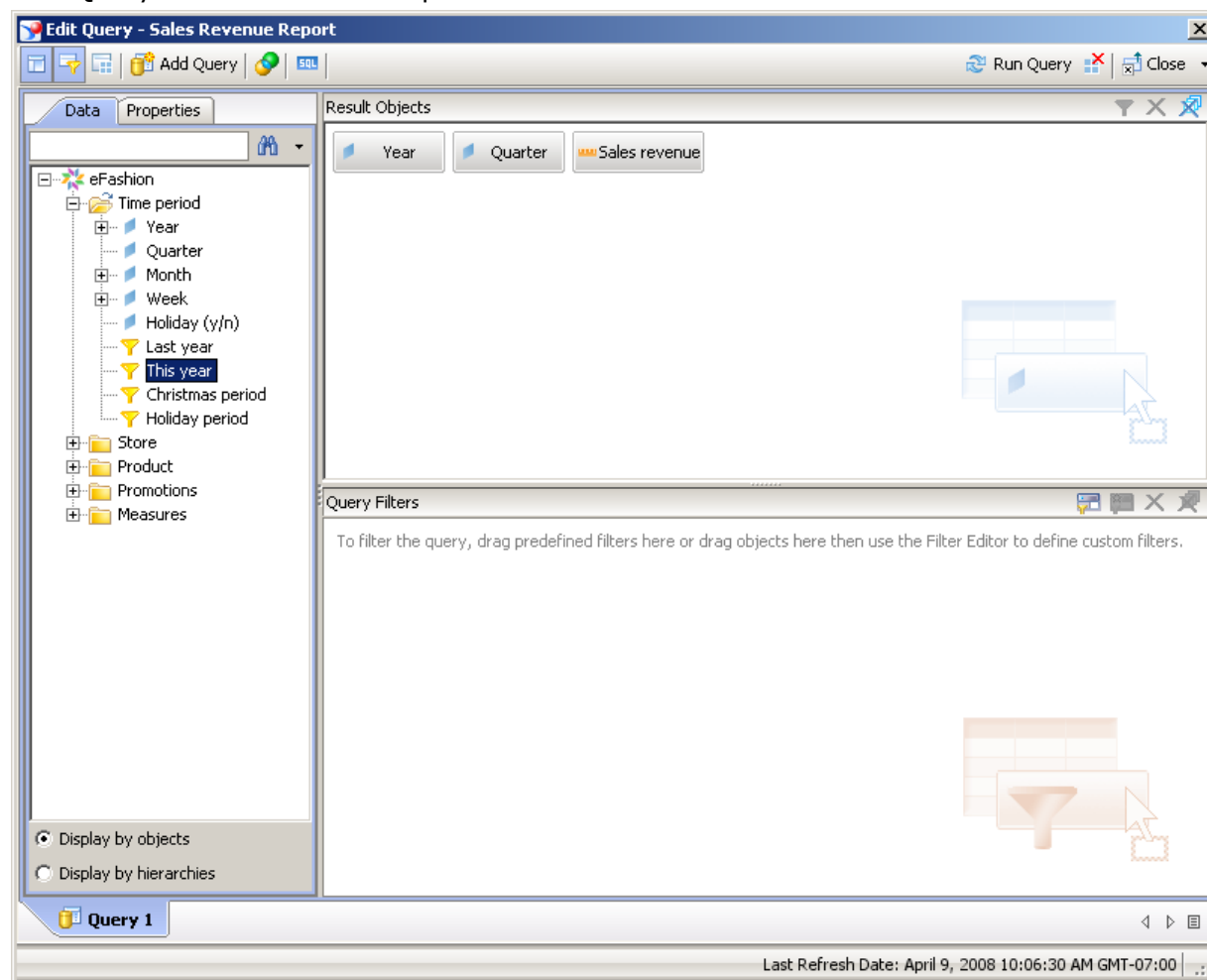
The status bar at the bottom indicates "Last Refresh Date: April 9, 2008 10:06:30 AM GMT-07:00" and "Connected".

2. Click **Edit Query**.

You want to modify the Sales Revenue Report document so that it displays only data concerning this year's revenue.

Editing a documents query

Edit Query - Sales Revenue Report



3. Double-click **This year** predefined filter.

The Edit Query panel shows the query that was used to create this document. You are going to add one of the predefined query filters to the query definition, so that you restrict the data retrieved by the query to only the specific data that interests you.

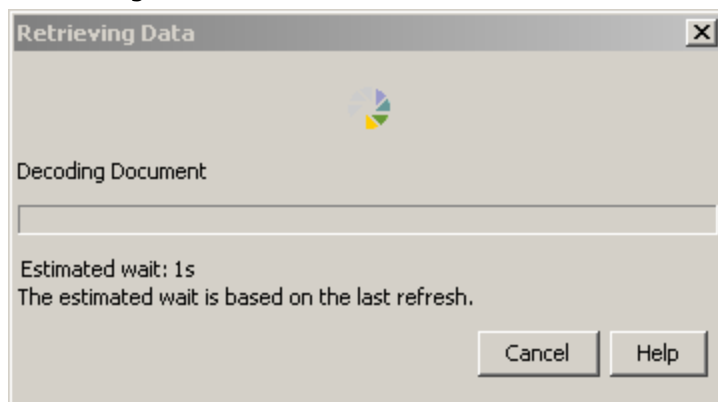
Note: Within the actual application, you may also drag and drop objects into the objects pane.

Editing a documents query

- Click **Run Query**.

You have added a predefined filter, This year, to the query definition.

Retrieving Data



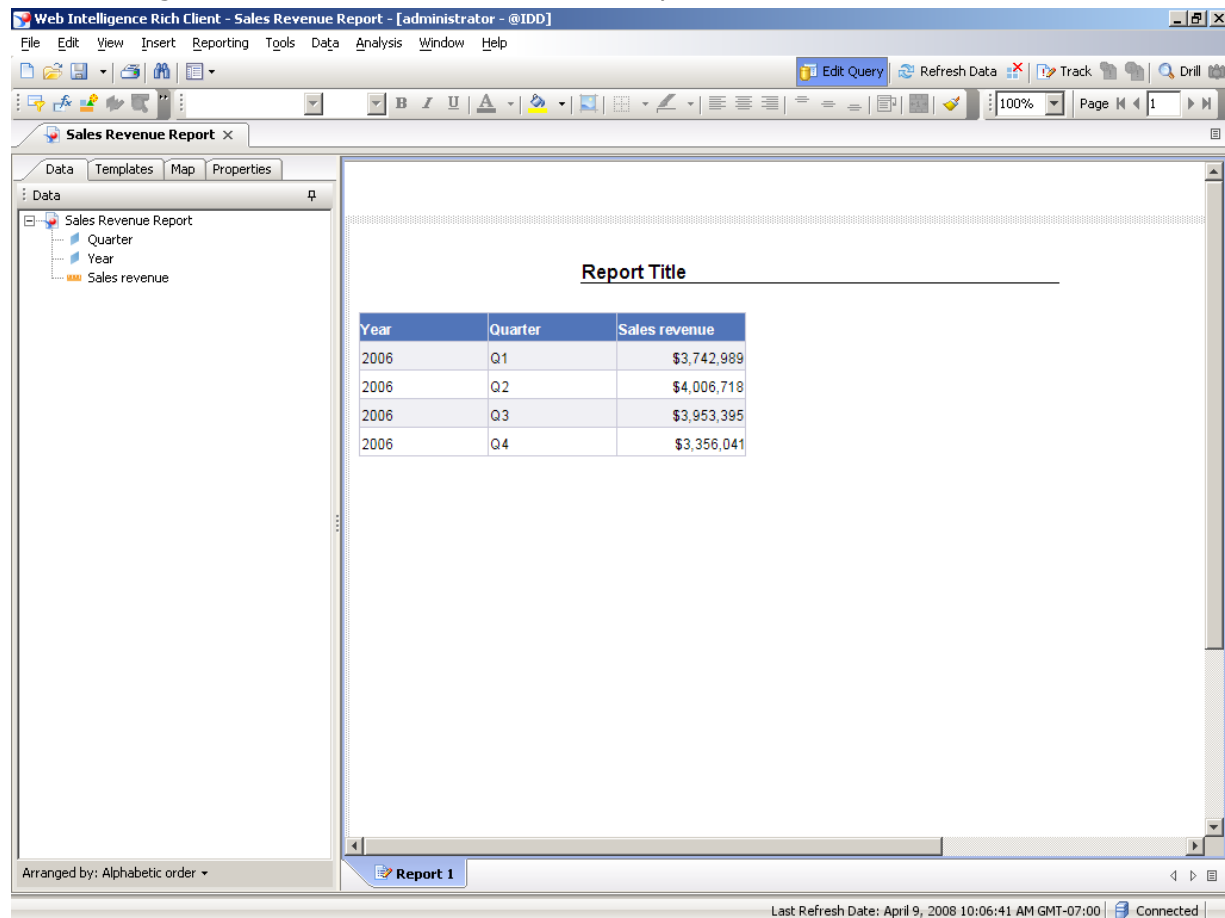
- Press **[Enter]** to continue.

Web Intelligence Rich Client is retrieving the data based on This year predefined filter.
Within the application it may take a few seconds to refresh.

Press **[Enter]** to continue.

Editing a documents query

Web Intelligence Rich Client - Sales Revenue Report - [administrator - @IDD]



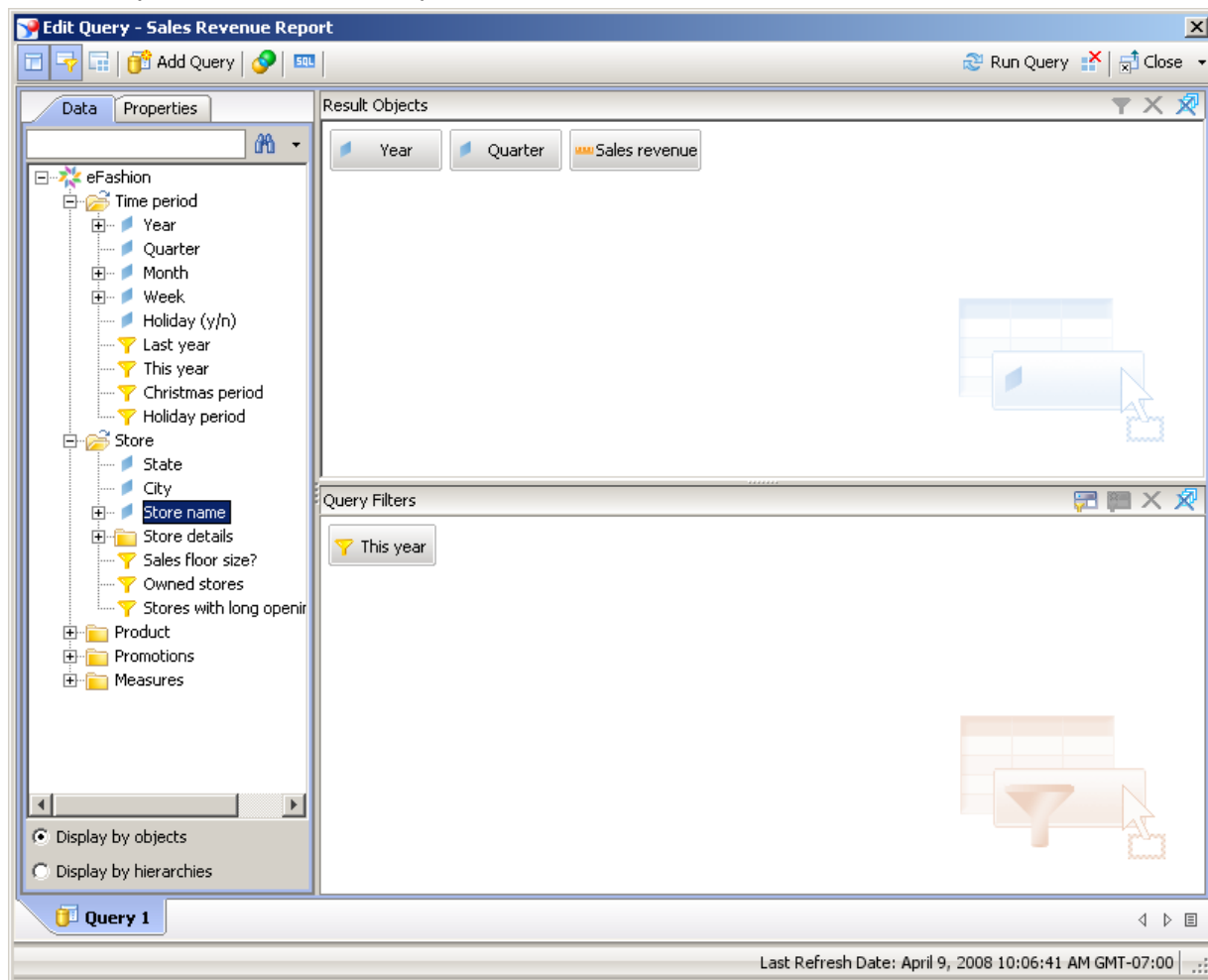
6. Click **Edit Query**.

The query has been updated and now the data retrieved concerns only sales revenue for the year 2006.

Now add another object to the report in the Edit Query panel.

Editing a documents query

Edit Query - Sales Revenue Report



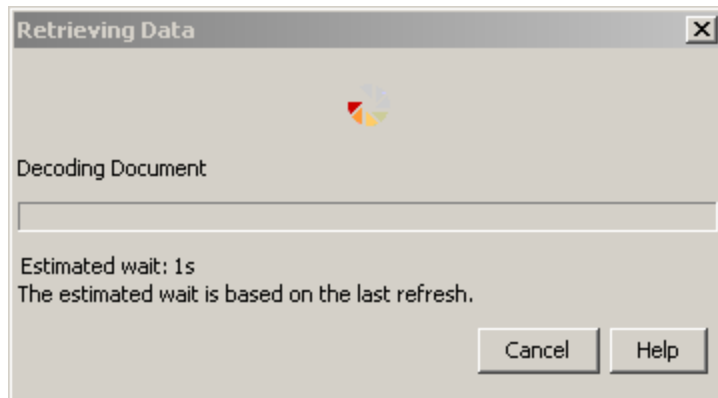
7. Double-click the **Store name** object.

Now we will add the Store name to the query.

8. Click **Run Query**.

Editing a documents query

Retrieving Data



9. Press **[Enter]** to continue.

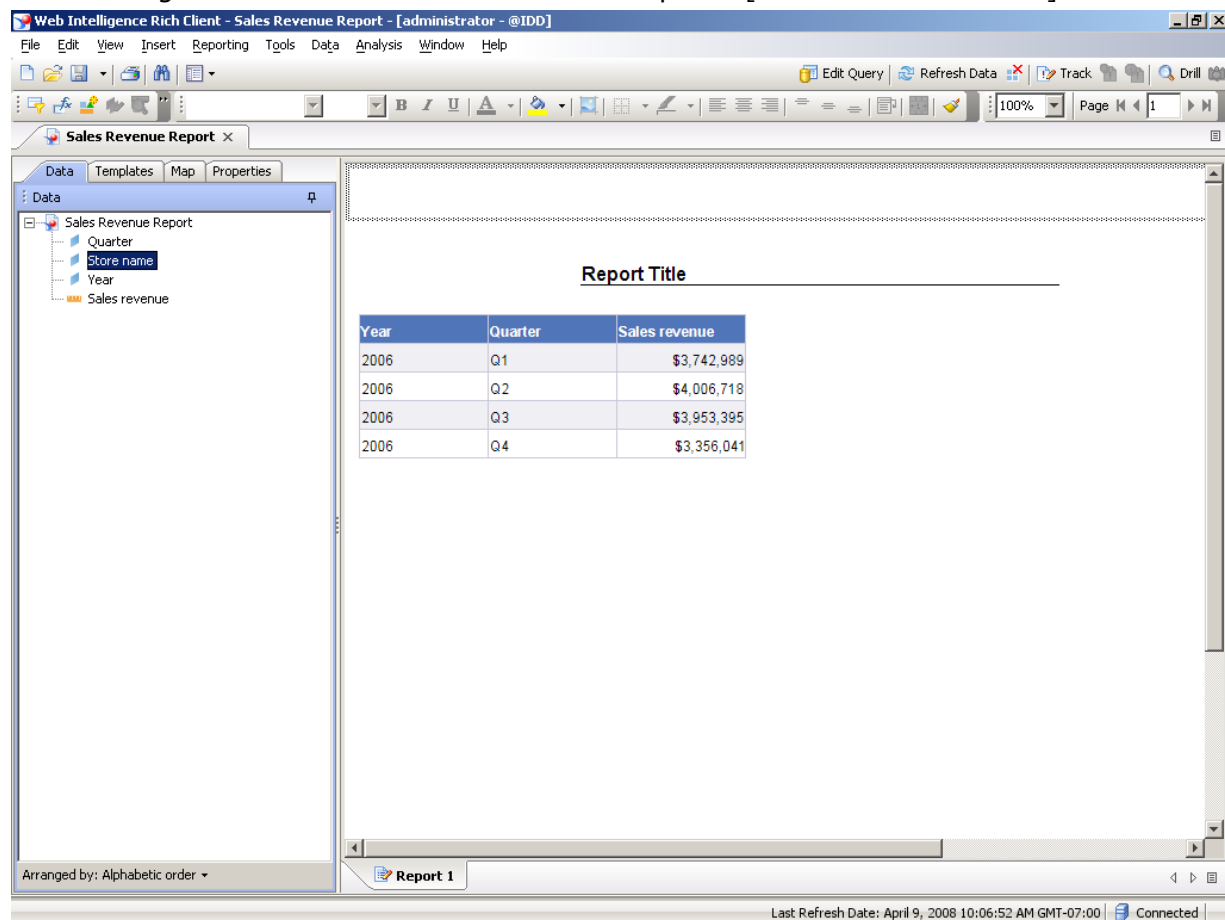
Web Intelligence Rich Client is retrieving the data based on the Store name.

Within the application it may take a few seconds to refresh.

Press **[Enter]** to continue.

Editing a documents query

Web Intelligence Rich Client - Sales Revenue Report - [administrator - @IDD]



10. Drag the **Store name** to the desired location.

The query is refreshed and the new object is added to the data provider. You can see the new object, Store name, displayed in the Report Manager Data tab. Although the Store name has been added to the query, it is not displaying in the actual report. You now need to project this new data into the block in your report.

The Store name data is projected into the table.

Press **[Enter]** to continue.